



JOB DESCRIPTION

(ESM, PAT, COMOT, LTC, POLE, & SAM CATEGORIES)

State Form

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| Agency: Northwest Indiana Regional Development Authority |
| Job Title: President and Chief Executive Officer |
| Working Title (If different from above): - |
| Reports To: Board of Directors |
| FLSA Status: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt (OT Eligible) |

Summary:

The President and Chief Executive Officer is the single point of delegation for organizational activity or performance by the Board of Directors. He or she has the ultimate responsibility for meeting the expectations of the Board of Directors for organizational performance, and selects and appoints other RDA staff members as appropriate to assist in carrying out the responsibilities of the organization. Key roles are:

- Direct and execute all activities of the RDA directly or through delegated authority
- Provide leadership in the creation of strategic, tactical and financial plans, development goals and measuring performance to the approved goals
- Organizational and staff development
- Liaison to the general public and key constituencies

Essential Duties/Responsibilities:

Responsibilities

Strategic vision and leadership

- Collaborate with and advises the Board to refine and implement the strategic plan while assuring that the budget, staff, and priorities are aligned with the RDA's core mission
- Provide leadership and direction to the RDA Staff, and assure the continued development and management of a professional and efficient organization; establish effective decision-making processes that will enable the RDA to achieve its long- and short-term goals and objectives
- Cultivate a strong and transparent working relationship with the Board and assure open communication about the measurement of financial, programmatic, and impact performance against stated milestones and goals
- In partnership with the Chairman and appointing authorities, help to build a diverse and inclusive Board representative of the community that is highly engaged and willing to leverage and secure resources
- Serve as the official spokesperson for the organization

Development

- Assure that the flow of funds permits the RDA to make continuous progress towards the achievement of its mission and that those funds are allocated properly to reflect present needs and future potential
- Formulate and execute comprehensive marketing, branding and development strategies that will assure consistency throughout the organization and enhance revenue from foundations, government agencies, and private sector investors

Strengthening Infrastructure and operations

- Assure the delivery of high quality services while managing for current and future growth
- Support and motivate the organization's staff

- Facilitate collaboration and promote a positive, multicultural work environment that supports consistency throughout the organization's strategy, operational methods, and data collection needs
- Oversee the financial status of the organization including developing long and short range financial plans, monitoring the budget and assuring sound financial controls are in place; set financial priorities accurately to assure the organization is operating in a manner that supports fulfillment of the RDA mission
- Serve as an ex-officio member of all committees, working groups and task forces established by the Board of Directors
- Oversee the hiring and/or release of RDA employees and compensation and benefits for them

Program Development and Project Management

- Provide leadership to assure that program development and project management are crisply organized and efficiently carried out
- Increase efficiencies and consistency throughout the organization by developing and implementing standardized programs, services, and program office marketing

Other

- Performs other duties as required

Job Qualifications:

- Bachelor degree required
- At least 5 years of overall professional experience
- Prior nonprofit experience ideal; executive management of diverse organization preferred
- Significant board development, fundraising, marketing/branding and fiscal management experience
- Ability to think creatively and strategically
- Ability to rapidly process and comprehend large amounts of information, consider the implications and consequences of new facts and make decisions
- Strong project management skills with adeptness in balancing competing priorities, complex situations and tight deadlines
- Financial savvy and political astuteness, with the ability to set clear priorities, delegate, and guide investment in people and systems; keen analytic, organization and problem solving skills which support and enable sound decision making
- Excellent coalition and team building skills with an ability to communicate and work effectively with a variety of internal and external stakeholders; a persuasive negotiator able to achieve consensus amongst differing opinions
- Outstanding presentation and communication skills and the experience and proclivity to be an outgoing spokesperson, relationship builder, and fundraiser
- Strong commitment to the professional development of staff; successful track record of recruiting and retaining a diverse team

Supervisory Responsibilities/Direct Reports:

The Chief Operating Officer reports directly to the President and CEO. The President and CEO reports directly to the Board of Directors.